

# **REQUEST FOR SERVICES**

## **BIG SUR COASTAL TRAIL MASTER PLAN**

April 17, 2007

### **I. PURPOSE**

The State Coastal Conservancy (SCC) is seeking a consulting firm or team to provide planning, landscape architecture, and environmental consulting services to prepare a Master Plan for the Coastal Trail through the Big Sur region. The project will involve assessing the existing conditions, analyzing opportunities and constraints, developing design criteria and a draft trail alignment, developing an implementation plan, and working with the Conservancy, a Steering Committee, and the public to finalize the Master Plan.

Proposals are due in the offices of the Coastal Conservancy by 12:00 p.m. on June 1, 2007. Four hard copies and one electronic copy of the proposal should be submitted . Proposals should be sent to:

State Coastal Conservancy  
1330 Broadway, Suite 1300  
Oakland, CA 94612  
ATTN: Trish Chapman

### **II. PROJECT DESCRIPTION**

The California Coastal Trail network is envisioned to one day be a continuous interconnected public trail system along the California coastline, designed to foster appreciation and stewardship of the scenic and natural resources of the coast through hiking and other complementary modes of non-motorized transportation. In 2001, Governor Davis signed SB 908 (Chesbro, Chapter 446, Statutes of 2001) requiring the State Coastal Conservancy (SCC) to coordinate the development of the trail network in consultation with the California Department of Parks and Recreation (DPR) and the California Coastal Commission (CCC). In 2003, the Conservancy issued a report entitled *Completing the California Coastal Trail* that identified segments of the trail network that were missing or needing substantial improvement.<sup>1</sup>

The dramatic scenery of the Big Sur coast make it a high priority for development of the Coastal Trail, but the rugged topography makes building the trail especially challenging. Currently, for most of the length of the Big Sur coast, the Coastal Trail is located along the narrow shoulder of Highway 1, which is dangerous and of limited appeal. For this reason, the *Completing the California Coastal*

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<sup>1</sup> Completing the California Coastal Trail, 2003, State Coastal Conservancy. Report prepared for the State Legislature pursuant to Chapter 446, Statutes of 2001.

*Trail* report concluded that substantial improvement was needed along almost the entire Big Sur Coast.

As a first step, a Master Plan is needed to define both feasible short-term and desirable long-term alignments for the trail through the region. Once completed, the Master Plan will serve as a guide so that different partners can construct individual segments over time and ensure that these pieces will ultimately be part of a coherent regional trail system. The Conservancy will convene a Steering Committee to oversee development of a Master Plan. A critical element of the Master Plan development will be to identify and address the concerns of area residents and business owners about the impact of the Coastal Trail on the local community.

### **III. PROJECT AREA**

The Big Sur Coastal Trail (BSCT) Master Plan will cover the 75-mile stretch of coast from the Carmel River in Monterey County south to San Carpoforo Creek in San Luis Obispo County, and will extend from the Pacific Ocean east to the ridgeline.

### **IV. SCOPE OF WORK**

Consultant firm/team shall complete the following tasks:

#### **1. Establish Goals and Objectives for the Master Plan**

- Convene two project initiation meetings – one with the Steering Committee and with the public (see Task 9).
- Facilitate discussion of draft goals and objectives (Exhibit 1)

SCC will finalize the goals and objectives and circulate for Steering Committee approval

#### **2. Prepare Existing Conditions Report** – The existing conditions report should provide all the relevant information for developing the Master Plan. Much of the information was already compiled for the Coast Highway Management Plan (CHMP) or is available through public agencies. Therefore, only limited data collection will be necessary. All of the information should be compiled in a geodatabase.<sup>2</sup> The existing conditions report should include:

- Existing trail network in the project area including information on trail condition, use, managing agency, and level of management.
- Parking areas, including approximate capacity of each area.
- Evaluation of the adequacy of trailheads, parking, and bus stops.
- Publicly accessible beach and coastal bluff areas, including information on signage and parking.
- Properties or easements owned by public agencies or NGO's with public access as part of their mission.

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<sup>2</sup> The Conservancy will provide guidelines for the projection, metadata, and organizational structure for data in the geodatabase.

- Accepted or outstanding vertical and lateral Offers to Dedicate (OTDs) public access easements, Deed Restrictions, etc.
- Areas of interest to walking, cycling, and/or motoring travelers including significant scenic, historical, and natural features, beaches, scenic viewpoints, lodging/camping facilities, restaurants and grocery stores, publicly accessible restrooms, and retail shopping areas.
- Environmentally sensitive habitat areas as can be determined from existing information. No field surveys required.

Data sources for the existing condition report include:

- CHMP's Corridor Intrinsic Qualities Inventories. See Exhibit 2 for list of GIS data layers.
- The Conservancy and CCC will provide descriptions of OTDs, Deed Restrictions, etc, including maps of varying quality.
- Steering committee participants and affiliated agencies, including but not limited to:
  - Interviews with CCC staff, including background information prepared for the Monterey and San Luis Obispo County LCP Periodic Reviews.
  - Interviews with Department of Parks and Recreation and US Forest Service staff, including existing documents on their Big Sur holdings.
  - Information from the Big Sur Land Trust and the Monterey Peninsula Regional Park District, including the Carmel River Parkway Plan.
  - Materials developed by SCC staff during the preparation of the 2003 CCT Plan.

3. **Develop Design Criteria** – The consultant should prepare a draft set of design criteria. The Conservancy will circulate the criteria to the interested parties (IP) list and the Steering Committee for comment and then SCC will finalize the criteria. The design criteria should be reflective of the following:

- BSCT adopted goals and objectives
- The “Principles for Designing the Coastal Trail” from the *Completing the California Coastal Trail* report (Exhibit 3).
- The public access and natural resources protection policies of the Coastal Act.
- The public access policies from the Big Sur Land Use Plan, the adopted Local Coastal Program for this portion of Monterey County (Exhibit 4).
- The public access policies from the San Luis Obispo Coastal Policies Plan (Exhibit 5)
- Agency standards- Consultant should ensure that applicable requirements on public lands (held by such entities as DPR, USFS and Caltrans) are taken into account in the development of design criteria.
- Community concerns – Consultant should gather input from local residents (See Task 8), property owners, and business owners about potential concerns with development of the BSCT.

4. **Prepare Opportunities and Constraints Analysis** – The consultant should prepare a written summary of opportunities and constraints. Factors that have a geographic element should be added to the geodatabase.

- a. **Opportunities** – The report should summarize existing features or infrastructure that could be incorporated into the BSCT on both a short- and long-term basis to enhance the trail user’s experience. The identified opportunities should incorporate the design criteria developed in Task 2. Opportunities that should be considered include:
    - Areas that can support hiking trails near the shoreline and away from motor traffic, including the Old Coast Road roadbed. Specify the type of use that could likely be accommodated.
    - Potential trail linkages between existing trails and/or areas of interest
    - Highway 1 bicycle improvement opportunity analysis. For every approximately one-mile segment of Highway 1, estimate the feasibility (easy, moderate, difficult) of providing a four-foot paved shoulder for cyclists along one or both sides of the highway. The feasibility estimate should be accompanied by a narrative that briefly describes consultations with Caltrans and TMAC and discusses the major opportunities and impediments to widening the paved shoulder.
  - b. **Constraints** – The report should identify specific constraints, such as:
    - Water and canyon crossings/existing bridges
    - Sensitive habitat (including potential seasonal limitations and alternatives)
    - Archaeological areas
    - Landslide or other geologically hazardous areas
    - Other engineering challenges
5. **Define proposed trail alignment(s)** – The consultant will work with the Conservancy and the Steering Committee to define both short-term feasible and long-term desirable proposed alignments (see process description below). It is expected that the proposed trail will include parallel strands where feasible designed to serve different types of users. In areas with significant constraints, an interim (short-term) alignment may be proposed along with one or more long-term options. Expected alignments include:
- a. Continuous alignment for pedestrians traveling the length of the coast. This alignment should be separated from Highway 1 except for short segments where it is unavoidable to site the trail along the road. Due to the numerous constraints, it is expected that this alignment will take advantage of opportunities on both the west and east sides of Highway 1.
  - b. Discontinuous segments of trail to or along the coast, with emphasis placed on connecting areas of interest as defined in the existing conditions report.
  - c. Continuous alignment for cyclists traveling the length of the coast, separated whenever possible from the roadway.

To facilitate presentation of the information, the trail alignments should be broken into logical segments. For each segment, the Master Plan should include the following information:

- Map showing the trail alignment(s), areas of interest, public and publicly accessible lands. The map should differentiate between the interim and potential future alignments. The map should also differentiate between the type of users that will be served by various alignments.

- Written description of segment highlighting key opportunities and constraints. The report should include brief recommendations for addressing any constraints that the proposed alignment will encounter.
- Analysis of support facilities that would be needed including parking, restrooms, drinking fountains, bike racks, highway underpasses, walkways on bridges and boardwalks.
- Preliminary analysis of the proposed alignments consistency with relevant Monterey and San Luis Obispo County's LCPs, and the Coastal Act policies.

The consultant will work with the Conservancy to prepare a draft of the trail alignments for review by the Steering Committee and the public. CCC staff will prepare a preliminary analysis of the proposed alignments consistency with the Coastal Act and public access recommendations made in the Periodic Reviews of the Monterey and San Luis Obispo County's LCPs. In addition to a public meeting, the draft alignment will then be circulated to the IP list. The consultant will work with the Conservancy to revise the alignments based on the comments received. A final draft of the trail alignments will be presented to the Steering Committee for approval.

6. **Prepare a preliminary BSCT Master Plan** – Consolidate the products of tasks 1-5 to develop a preliminary BSCT master plan. This will made available electronically to the Steering Committee.
7. **Prepare Action Plan** – The Consultant will:
  - a. Identify, for each segment, discrete projects that could be implemented within the next ten years.
  - b. Evaluate, for each project, the potential level of use, the feasibility of implementation, and the timeframe (2-5 years or 5-10 years).
  - c. Prepare draft Action Plan that includes:
    - i. Draft list of high priority projects based on implementation feasibility and expected level of use. For each high priority project, include a location map, brief description of the project, current land use, property ownership, summary of key opportunities and constraints, recommended lead agency for project implementation, and a rough cost estimate for the project.
    - ii. Next steps required to address significant constraints on segments that connect key areas of interest.
    - iii. Summarize the level of management needed, the proposed management entity, and the capacity of the entity to undertake the increased management responsibilities.
    - iv. Identification of funding and grant opportunities for each of the steps above, including any potentially needed legislative actions.
  - d. Review draft Action Plan with Steering Committee.
  - e. Revise Action Plan based on direction from the Conservancy.
8. **Prepare Master Plan** – All of the information developed in Tasks 1-7 will be compiled into a final draft BSCT Master Plan. This draft version of the Master Plan will be circulated to the Steering Committee and a public meeting will be held to present the draft Master Plan. The

consultant will work with the Conservancy to revise the draft plan based on comments received.

9. **Facilitate Steering Committee and Public Involvement** – The consultant will be responsible for facilitating the involvement of the Steering Committee and public in the planning process. This will include organizing and publicizing meetings, preparing meeting materials, facilitating meetings, and compiling meeting comments. It will also include compiling written public comments on draft products. The Coastal Conservancy will be responsible for compiling all written Steering Committee comments on draft products and will provide the consultant with a consolidated set of comments. All Steering Committee meetings will be open to the public; however, public comment will only be allowed at the “Public” meetings. It is expected that, at a minimum, the meetings listed below will be needed. The consultant can propose additional meetings if deemed necessary.

- Project initiation meeting (Steering Committee)
  - i. Review and revise draft goals and objectives
  - ii. Identify available data for existing conditions report
- Project initiation meeting (public)
  - i. Review draft goals and objectives
  - ii. Provide overview of planning process and structure
  - iii. Scoping of community concerns
- Design criteria (Steering Committee)
- Opportunities and constraints analysis (Steering Committee)
- Draft alignments (Steering Committee and public meetings – can be same day)
- Final alignments and draft Action Plan (Steering Committee)
- Draft Master Plan (Public)
- Two additional meetings as necessary

Written comments will be provided from the Steering Committee on the products of Tasks 1-8. Written comments from the public will be solicited on the proposed trail alignments.

10. **Project Management** – The consultant will work closely with the Conservancy to carry out this scope of work. Project management should include establishing a system of regular communications with the Conservancy project manager, including a monthly progress report.

## V. FUNDING

Funds of \$175,000 are available to complete the tasks described above. \$75,000 of this funding comes from a National Scenic Byways Grant awarded by the Federal Highway Administration. For this reason, the contract will be subject to federal contracting requirements. See the following exhibits for additional information:

- 6 - Certification of Consultant, Commissions & Fees
- 7 - Sample Contract Language
  - Notice to Bidders/Proposers Disadvantaged Business Enterprise Information

- Standard Agreement for Subcontractor/DBE Participation
- Local Agency Proposer/Bidder-DBE (Consultant Contracts)-Information
- 8 - Nonlobbying Certification for Federal-Aid Contracts
- 9 - Disclosure of Lobbying Activities

The Coastal Conservancy is providing the remainder of the funding. The scope of work or the scale of the project is somewhat negotiable; however, the maximum funding level is not negotiable. Firms responding to this RFP shall include a proposal to complete the project as outlined above and within stated budget

## VI. SCHEDULE

All submittals received by the deadline will be evaluated. Submittals received after the deadline may not be evaluated.

### Consultant Selection Schedule

<b>Proposal submittal deadline</b>	<b>June 1, 2007</b>
Pre-submittal conference call to answer questions. Dial in number: 210-234-0004 Code: 14579	Tuesday, May 15, 2007
Steering Committee reviews submittals, conducts interviews and makes recommendations	June 2007
Contractor Selected	Late June 2007
Final Scope of Work, budget, tasks list and contract signed – start of work	July 2007

### Proposed Project Schedule

The project can not begin until a federal funding for the project has been released and the Conservancy has received the approval to start the project. It is expected that the project will begin In July 2007. The schedule will be adjusted and refined depending on the needs of the project as additional information is collected and a detailed scope of work is developed.

Start Work	July 2007
Completion of Preliminary Master Plan	June 2008
Completion of Final Master Plan	September 2008

## VII. SUBMITTAL REQUIREMENTS

Applicants should submit 4 hard copies and one electronic copy of the proposal. The proposal should include the following (maximum of 10 pages, excluding resumes):

1. Point of contact – Name and complete contact information for person to contact with questions or requests for additional information.
2. Project approach – Provide a brief statement of approach, demonstrating comprehension of the project scope and planning issues.
3. Project staffing – Identify project team members and describe their roles. Include an organizational chart.
4. Relevant experience – Briefly describe at least three projects that provide *relevant* project experience. Provide references for each project.
5. Detailed budget – broken by task and staff member. Subconsultant budgets should also be broken down by task. The applicant should include an explanation of how the budget can accommodate changes in scope or unknown factors given the \$175,000 maximum.
6. Resumes of key project personnel and additional qualifications – Resumes and other additional information may be submitted to demonstrate the applicant's abilities.
7. Completed copies of Certification of Consultant (Exhibit 6), Nonlobbying Certification (Exhibit 8), and Lobbying Disclosure form (Exhibit 9), if applicable.

## **VIII. SELECTION CRITERIA**

The Conservancy may request supplemental information and will conduct interviews with at least two firms/teams. Potential contractors will be ranked based on the following criteria, which will be weighed according to the nature of the project, the needs of the Conservancy, and the complexity and special requirements of the project.

1. Demonstrated competence, including the firm/team's past experience with similar projects, particularly in regards to developing a trail system master plan, managing a multi-agency planning process, conducting public outreach, and resolving community concerns regarding trail impacts; the education and experience of key personnel; the firm/team's capability to adequately analyze the project; the firm/team's ability to meet the project schedule; the longevity of the firm(s) and amount of staff turnover; and the nature and quality of the firm(s)'s past completed work.
2. Specialized qualifications for the services to be performed.
3. Small business status of the contractor submitting a statement of qualification.

A subset of the Steering Committee will assist the Conservancy in evaluating proposals and selecting a consultant. The consultant will be hired under contract to the Conservancy. The Conservancy will attempt to negotiate a contract, including final scope of work and budget, with the best qualified firm/team at compensation. If the Conservancy is unable to do so, negotiation



with that firm/team will be terminated and negotiations will then proceed in the same manner with the other firms/teams on the list in order of ranking. If the Conservancy is unable to negotiate a satisfactory contract with any of the selected firms/teams, the Conservancy may select additional firms and continue the negotiation process.

The consultant will be paid for its actual time and expenses up to the amount provided for each task in the final project budget. Billing rates should be guaranteed for the life of the contract. The consultant should anticipate that ten percent (10%) will be withheld until all work is completed to the satisfaction of the Coastal Conservancy. The Conservancy must also approve all interim work products before payment.

## **IX. CONTACT**

Questions about the project, proposal process or submittal requirements should be directed to Trish Chapman, State Coastal Conservancy, tchapman@scc.ca.gov, 510-286-0749.

### **Exhibits**

1. Draft Goals and Objectives
2. CHMP GIS Overview
3. Principles for Designing the Coastal Trail
4. Public Access Guidelines from Big Sur Land Use Plan
5. Public Access Guidelines from San Luis Obispo Coastal Policies Plan
6. Certification of Consultant, Commissions & Fees
7. Sample Contract Language –
  1. Staff Recommendation
  2. Notice to Bidders/Proposers Disadvantaged Business Enterprise Information
  3. Standard Agreement for Subcontractor/DBE Participation
  4. Local Agency Proposer/Bidder-DBE (Consultant Contracts)-Information
  5. Certification of Compliance with the Forced, Convict and Indentured Labor Statute
8. Nonlobbying Certification for Federal-Aid Contracts
9. Disclosure of Lobbying Activities

\* Exhibits 1-6, 8 and 9 are included in one file. Exhibit 7 and its attachments are provided in a separate file.